

RAI SAHEB BHANWAR SINGH COLLEGE

VILLAGE RALA, POST NANDGAON, TEHSIL NASRULLAGANJ, DISTRICT SEHORE,
NASRULLAGANJ, Madhya Pradesh, 466331

Policy document on e-governance

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NASRULLAGANJ, DISTRICT SEHORE,

Madhya Pradesh, 466331

E-GOVERNANCE POLICY


Principal
Rai Sahab Bhanwar Singh College
Nasrullaganj (M.P.)

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Scope: The e-governance policy for the college encompasses various areas of administration and operations, including student admission, examination and evaluation, library management, account and finance section, ICT infrastructure, and more. The policy aims to leverage technology to enhance governance, improve efficiency, promote transparency and accountability, and provide easy access to information for stakeholders.

Objectives:

- ❖ Implement e-governance in all college functions to provide a simpler and efficient system of governance.
- ❖ Achieve a paperless environment and promote a green campus.
- ❖ Ensure easy and quick access to information for students, faculty, and staff.
- ❖ Maintain data security and privacy in all e-governance processes.
- ❖ Enhance the visibility of the college globally.
- ❖ Enable Wi-Fi connectivity and ICT-enabled classrooms.
- ❖ Establish a fully automated library.
- ❖ Streamline administrative processes and improve efficiency.
- ❖ Facilitate online communication, feedback, and grievance redressed mechanisms.
- ❖ Provide online video lectures and e-content for seamless teaching and learning.
- ❖ Promote e-waste management initiatives within the college.

Policy: To ensure convenience and efficiency, the e-governance policy for the college covers various areas of operation. While the provided areas are illustrative, the policy allows for the implementation of e-governance in other areas as well.



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2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

1. Website & Social Media

2. Student Administration

3. Academics & Office

4. Autonomous Cell

5. Communication System

6. Finance & Accounts

7. Library & LAB

8. Placements

9. Alumni

10 . Feedback

11. Online Video Lectures and E Content

❖ Website & Social Media:

a. Maintain an informative website that reflects the college's activities and provides access to important notices, courses offered, etc.

b. Establish a website committee for regular updates and maintenance.



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c. Utilize social media platforms to share important information and achievements.

❖ Student Administration:

a. Manage student admissions through an online platform.

b. Develop an online application system for admissions and fee management.

c. Use online forms for examinations, revaluation, and obtaining hall tickets.

d. Ensure regular updates of internal performance and communicate with parents.

❖ Academics:

a. Provide regular training and development to faculty and staff to keep them updated with technology.

b. Promote e-learning resources and access to online journals and books.

c. Implement a library management system for easy access to library resources.

d. Facilitate plagiarism checks for original writing.

Autonomous Cell:

a. Conduct examinations and manage evaluation processes online.

<https://epravesh.mponline.gov.in/Portal/epravesh/student/index.aspx>

<https://epravesh.mponline.gov.in/Portal/frmLogin.aspx>

<https://epravesh.mponline.gov.in/Portal/epravesh/College/index.aspx>

b. Ensure utmost secrecy and confidentiality during examination processes.



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For exam : <https://bubhopal.mponline.gov.in/Portal/frmLogin.aspx>

For result : <http://www.bubhopal.ac.in/1594/Online-Result>

c. Provide regular updates on examination-related activities and results.

❖ Communication:

a. Use the college website and Whatsapp groups for regular communication with students regarding fees, updates, and academic matters.

❖ Finance & Accounts:

a. Implement suitable accounting and finance software for streamlined financial management.

b. Utilize online payment modes for transactions and maintain financial records.

❖ Library & LAB:

a. Implement a fully automated library system with online access to resources.

b. Explore e-book subscriptions and e-resources for faculty and students.

c. Maintain a well-stocked library and subscribe to new journals and books regularly.

d. Implement an integrated library management system (ILMS) with a user-friendly interface and multilingual search capabilities.

e. Provide access to e-books and e-resources through an e-library.

f. Link the library with NLIST consortiums for online books and journals.

College login: <https://nlist.inflibnet.ac.in/collegeadmin/>

Student login: <https://nlistidp.inflibnet.ac.in/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

❖ Placements:



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- a. Manage student information and provide online access to placement-related information.
- b. Share placement updates on the website, Whatsapp groups, and other digital platforms.
- c. Upload placement-related information on the website and circulate it through Whatsapp and other digital platforms.

❖ Alumni:

- a. Establish an alumni page on the website for registration, alumni information, and feedback.
- b. Collaborate with the alumni association for regular updates and database management.
- c. Create a separate alumni page on the website for registration, showcasing prominent alumni, feedback, and other aspects.

Link : <https://forms.gle/gsZ5668byRYbnvgC8>

❖ Feedback:

- a. Collect feedback from students, parents, and alumni online to improve college services.

College website page : <https://rsbcollege.org/feedback/>

• STUDENT FEEDBACK FORM:

https://docs.google.com/forms/d/e/1FAIpQLSfIZV4Jyw_MbjcNnpkHeZE4jw1OFbZkYaz4ZuYQC_RmrfM9nDg/viewform?pli=1

• EMPLOYEE FEEDBACK FORM:

https://docs.google.com/forms/d/e/1FAIpQLSemd4oW01eb_MC6fpurba9X_HIycLCvBEp9K3JMpBcRbU4qg/viewform

• PARENT FEEDBACK FORM:

<https://docs.google.com/forms/d/e/1FAIpQLSeX5xpMd0xjdXFnE0BPL9eWWoDJyhT2Z8dQwkpB-Y9SgY3q6g/viewform?pli=1>



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- [ALUMNI FEEDBACK FORM:](#)

https://docs.google.com/forms/d/e/1FAIpQLSeZgQb_8iXtXiBWypsmWjlYJ21HwXk93_IAu-du0f3gY7DnnA/viewform

- ❖ Online Video Lectures and E-Content:

- a. Develop and provide online video lectures and e-content for seamless teaching and learning.

Link: For student

https://drive.google.com/drive/folders/13woOpNd1_oMAYQgUk1IYSiYEYCso9FJN?usp=sharing

For teacher submitted e –content

<https://forms.gle/wdbgcQ8s4eKL5w2L8>

Video lecture : <https://www.youtube.com/playlist?list=PLT0GI8oqpQZ6YAh1oJlxaxokiGJw8ilFt>





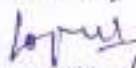
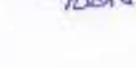
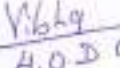





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कार्यालय, प्राचार्य, राय साहब भँवर सिंह महाविद्यालय, भैरुंदा (नसरुल्लागंज)
जिला-सीहोर (म.प्र.)

This policy document outlines the implementation of e-governance in various areas of college administration. It serves as a guide for adopting technology-driven processes and systems to enhance governance, improve efficiency, and provide a seamless experience for stakeholders. Regular monitoring, evaluation and review of the policy's implementation should be conducted to ensure its effectiveness and make necessary improvements as needed. It is important to continuously update and monitor the implementation of e-governance initiatives in these areas to ensure their effectiveness and address any arising needs or challenges.

1.  — IQAC COORDINATOR
2.  Head of library
3.  Head, Training and Placement
4.  Head of Life Science Dep.
5.  H.O.D. con-Dep
6.  Head- Admission
- 7.
- 8.
9.  HOD Computer Dep
- 10.
11.  HOD. BA Dep.
12.  T.C
13.  Head of Biomech


Principal
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Head Accountant
Rai Sahab Bhanwar Singh College
Nasrullaganj (M.P.)